

CM Focal Point Meeting April 8, 2004
Meeting Notes

Participants:

Heather Acord	Operations Planning CM/SETA II	202.646.5892
Stephen Anderson*	En Route Planning	202.385.7631
Jane Austin	Operations Planning CM/SETA II	202.548.5262
Winfred Battle	Operations Planning CM	202.385.7244
Kachelia Brown	Flight Services CM Support	202.314.1297
Wilnette Cook	Operations Planning CM	202.385.7298
Allen Dames	Flight Services CM	202.885.0566
Tony Eaton	Operations Planning CM/SETA II	202.548.5588
Bruce Henry**	Operations Planning	202.385.7764
Anthony Ianni	Operations Planning CM/SETA II	202.548.5525
Faye Jordan	Operations Planning CM	202.385.7275
Avdesh Kaushiva	Operations Planning CM	202.385.7288
Donald Lombard*	Technical Operations	202.267.8511
Eric Lewis	Flight Services CM Support	202.314.1384
Jay Merkle*	Terminal Services	202.385.8371
Bob Pfoff	En Route and Oceanic Services	202.385.8376
Roni Raffensperger	En Route and Oceanic Services	202.863.7414
Rebecca Ross	Operations Planning CM/SETA II	202.385.5562
Mignonette Rufus	Operations Planning CM/SETA II	202.548.5589
Carl Sensi*	System Operations CM Support	202.314.1215
John Steele	Technical Operations CM	202.267.3843
John Snow	Operations Planning	202.385.7204
John Thomas	Operations Planning CM/SETA II	202.548.5537
James Winbush	Operations Planning CM	202.385.7289

*Designated CM Focal Point

** Representing Geoff Shearer, Operations Planning

Notes:

On April 8, 2004 Operations Planning CM held the first meeting with the Service Area CM Focal Points. The Focal Points were identified by the Vice Presidents to 1) facilitate a rapid and smooth transition to an ATO-based CM structure; 2) work with Operations Planning CM to identify NCP coordinators and change reviewers within each Service Area; and 3) to work with Operations Planning CM to put the new CM structure into place.

Faye Jordan, Manager of Operations Planning CM opened the meeting with introductions and objectives of the meeting. She expressed her appreciation to all the participants for attending. The purpose of the meeting was to brief the CM Focal Points on the approach for providing CM in the ATO and to obtain their support for ensuring a smooth transition of CM through the realignment.

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Faye Jordan, James Winbush and Avdesh Kaushiva presented the "Providing CM in the Air Traffic Organization briefing (agenda attached). The presentation (see attached) included an overview of NAS CM (CM tenets, Master Configuration Index and the NAS change process) and the current and new CCB structures. James Winbush discussed the tenets and provided the CM Focal Points with CM Point of Contact forms and completion instructions for identification of key CM process participants within each Service Area. The completed forms are due to Operations Planning CM by April 23, 2004. Avdesh Kaushiva provided a brief overview of the approach for transitioning the current CCB structure to the new structure. The new NAS CCB – NAS Operations CCB will be the first to be established via approval of the CCB Charter by the Chief Operating Officer and/or Executive Council as determined appropriate by May 10, 2004.

The NAS Operations CCB will then approve Charters for each of the Service Units (En Route & Oceanic, Terminal, System Operations, Flight Services and Technical Operations) by May 28, 2004.

Based on discussions at the meeting on the Service Unit (Domain) CCB Charters and their accompanying Appendix A, Listing of Configuration Items, Faye Jordan will meet with the CM focal points in the coming weeks and discuss the approach for Service Unit review and feedback. The Charters will be provided to the focal points. Areas in the Charter requiring validation are CCB membership and Configuration Items. The Charters will provide the flexibility for the Service Units to establish subordinate CCBs for their major program areas. Establishment of subordinate CCBs must be documented and reported to the NAS Operations CCB through Operations Planning CM.

Subordinate CCB Operating Procedures will be developed and approved by the Service Unit CCBs. The NAS Operations CCB will approve Service Unit CCB Charters no later than May 28, 2004. The process for updating approved charters remains the same. The proposed changes are submitted to Operations Planning CM for review and coordination through NAS Operations CCB for approval.

Configuration Item listings were distributed during the meeting and after significant discussion, it was determined that CM focal points will coordinate with Operations Planning CM for any changes.

Faye Jordan wrapped up the meeting by going over the next steps. Follow on meetings will be scheduled with each of the focal points to continue facilitation of a smooth transition of CM in the ATO environment.

Summary of Actions/Next Steps:

Provide CM Focal Point material on CM Website	April 15
CM Point of Contact information due	April 23
Service Unit Charters Provided for review	April 26
Domain Charter comments due	May 10
Approval of NAS Operations CCB Charter	May 10
Approval of Service Units CCB Charters	May 28
Schedule next meeting	TBD